

**CHECKLIST FOR DETERMINATION OF SPECIAL CSRS/FERS COVERAGE
FOR LAW ENFORCEMENT OR FIREFIGHTER POSITIONS**

POSITION DESCRIPTION NUMBER: _____ BUREAU: _____
CLASSIFICATION TITLE: _____
ORGANIZATION TITLE: _____
SERIES AND GRADE: _____

CHECKLIST	YES	NO
1. Is this position already approved for either FERS or CSRS coverage? (Enter which coverage is approved.)		
A. New position?		
B. Replacement position; if yes, state prior control number: _____		
2. Does the position meet the definition of:		
A. <u>Law Enforcement Officer</u> : duties are primarily the investigation, apprehension, or detention of individuals suspected of offenses against the criminal laws of the United States. Also includes an employee who occupied a rigorous law enforcement officer position and moves to a supervisory or administrative position and meets the conditions for coverage in a secondary position.		
B. <u>Firefighters</u> : duties are primarily to perform work directly connected with the control and extinguishment of fires. Also includes an employee who occupied a rigorous firefighter position and moves to a supervisory or administrative position and meets the conditions for coverage in a secondary position.		
3. Are duties of the position sufficiently rigorous that employment opportunities are required to be limited to young and physically vigorous individuals?		
A. Requirement for maximum entry age?		
B. Physical qualifications determinations:		
(1) Specific position requirements		
(2) Single agency standard		
(3) For pilots, FAA physical qualifications met.		
4. Are major duties of position:		
A. Paramount in influence or weight?		
B. Occupy substantial portion of incumbents' work time?		
C. Assigned on a regular/recurring basis?		

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CHECKLIST	YES	NO
5. Is the position in a secondary category? If so, complete the following:		
A. Is clearly in the law enforcement or firefighting field		
B. Is in an organization having a law enforcement or firefighting mission		
C. Is either:		
(1) Supervisory: primary duties are as a first-level supervisor of law enforcement officers or firefighters in rigorous positions.		
(2) Administrative: executive, managerial, technical, semiprofessional, or professional position for which experience in a rigorous law enforcement or firefighting field, or equivalent experience outside the Federal Government, is a mandatory prerequisite .		

6. Bureau Recommendation for special retirement coverage:

CSRS: Primary _____
 Secondary _____
FERS: Rigorous _____
 Secondary _____

I certify that this position (as described in the attached position description and attachments) meets all of the above conditions necessary for coverage as a law enforcement or firefighter position under the CSRS and/or FERS retirement systems.

Signature of Classifier/Authorized Official: _____

Date: _____

**CHECKLIST OF DOCUMENTATION SUBMITTED FOR SPECIAL CSRS/FERS COVERAGE
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CHECK	DOCUMENTATION
	1. Official position description:
	A. Primary Position: must establish that duties are so rigorous that a maximum entry age and physical qualifications are necessary.
	B. Secondary Position: (1) Supervisory - must establish that primary duties are as a first-level supervisor of law enforcement officers or firefighters in rigorous positions; or (2) Administrative - must establish that experience in a rigorous law enforcement or firefighting position, or equivalent experience outside the Federal Government, is a mandatory prerequisite.
	2. Functional statement and organization chart.
	3. Current performance standard.
	4. Classification evaluation statement.
	5. Qualification standards: (1) Same as X-118 (attachment not required)
	(2) Single agency standard
	6. If applicable, statement regarding the current maximum entry age.
	7. If applicable, a list of the provisions of the Federal criminal law incumbent is responsible for enforcing.

FOR ALL POSITIONS:

Attach the "Checklist for Determination of Special CSRS/FERS Coverage for Law Enforcement or Firefighter Positions", and documents checked above.

NOTE ON INDIVIDUAL COVERAGE - If not in a covered position, individuals must file a claim for coverage with the appropriate Bureau:

CSRS - a request for creditable service **every calendar year while occupying a non-covered position.**

FERS - within 6 months after entering a non-covered position, or after any significant change in the position.